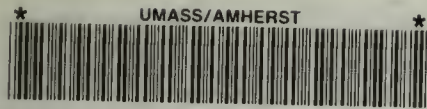


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A Reference Guide

for Massachusetts State Employees

GOVERNMENT DOCUMENTS
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Executive Office
for **Administration and Finance**

Commonwealth of Massachusetts

Dear Colleague:

The integrity, professionalism, and sincerity with which you carry out the mission of your agency both shapes the public view of state government and makes working as a state employee rewarding. The opportunity to perform such important work while developing your own potential and meeting your personal needs can make your career even more satisfying.

Many factors affect your rights, responsibilities, and options as a state employee. These factors include the provisions of collective bargaining agreements, merit system principles, laws protecting you from discrimination and political coercion, and various programs designed to help you pursue your goals and meet your needs as an individual.

The Reference Guide for Massachusetts State Employees is the first single document to address all of these topics. I hope you find this a valuable resource for finding answers to your questions and concerns.

A handwritten signature in black ink, appearing to read "Mike Dukakis". The signature is fluid and cursive, with a large, sweeping initial "M".

Michael S. Dukakis
Governor

Introduction

This reference guide is designed to provide Massachusetts State employees with an overview of pertinent information relevant to their employment with the Commonwealth. It attempts to succinctly address each of a broad range of topics, including employee benefits, collective bargaining rights and responsibilities, merit system administration, legal information, personnel procedures, health and safety information, and payroll information. In cases where additional information on a particular topic may be needed, the guide attempts to provide appropriate contacts within various agencies of State government (see Appendix). Employees are also encouraged to obtain information from the Department of Personnel Administration and their

agency's Personnel or Payroll Office as needed.

This guide is intended only to be a reference manual for State employees and should not be cited as a definitive authoritative source. The rights and obligations of employees are contained in collective bargaining agreements and State law which override this document. The collective bargaining process is critical to the issues discussed herein, and employees should consult their collective bargaining agreements. Many of the benefits described in this handbook are the result of cumulative negotiations between the unions representing state employees on the employee's behalf and the Commonwealth through the Office of Employee Relations and the Board of Regents of Higher

Education. Most employees are covered under a collective bargaining agreement. While most of the benefits described herein apply to most employees, there are several exceptions. The Reference Guide is simply meant to familiarize employees, in a descriptive and illustrative way, with policies and practices in certain areas.

A handwritten signature in black ink, appearing to read 'F. T. Keefe', with a stylized, cursive script.

Frank T. Keefe
Secretary, Executive Office for
Administration and Finance



Employee Benefits

Summary:

- As an employee of the Commonwealth, you and your dependents are provided with group life and health insurance, toward which the Commonwealth pays 90% in most cases. Dental insurance coverage is available for those covered by one of eleven different bargaining units, whether or not you are a union member.
- Massachusetts contributory retirement system provides for retirement through automatic deductions from one's gross regular compensation.
- Unemployment insurance is provided to state employees who have been temporarily unemployed through no fault of their own.
- A state employee may earn from two to five weeks vacation per year, depending on your length of service with the state.
- Additionally, the Commonwealth offers leave for maternity and adoptive/parental needs, as well as paid leave for bereavement, voting, military service in the National Guard, court/civic duty and other leaves of absence for personal reasons may be granted without pay.
- In encouraging the professional and career development of its employees, the Commonwealth provides educational benefits through a tuition remission program. Full-time employees enrolled in a state-supported degree program, or a course at a state college, state university or community college are entitled to 100% remission in tuition cost. Full-time employees in self-sustaining continuing education programs, or courses at one of these institutions are entitled to remission of 50% of their tuition.
- The Massachusetts Employee Assistance Program (MEAP) provides assessment and referral service for state employees and their family members who need help due to problems affecting on-the-job performance.



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Employee Benefits

Group Insurance:

The Commonwealth provides a program of group life and health insurance coverage for State employees and their dependents. Participation in the group life and health program is open to all State employees not hired on a seasonal or emergency basis who work a minimum of 1/2 of the particular agency's workweek. An employee may elect to carry only life insurance, but must carry basic life insurance in order to be eligible for optional life insurance or health insurance.

Employees are eligible for insurance coverage on the first day of the month following 60 calendar days or 2 calendar months of employment, whichever is less. However, paycheck deductions usually

begin in the month prior to the effective date of coverage.

Enrollment is not automatic. Employees must sign up through their agency's Group Insurance Coordinator.

Newly-hired employees who do not sign up when first eligible must wait until the next annual enrollment period to apply for health coverage effective the following July 1st.

The State agency charged with the administration of the Commonwealth's life and health insurance programs is the Group Insurance Commission (727-2310; see Appendix). However, employees should not contact the GIC regarding their individual insurance enrollment. The GIC supplies all Personnel Offices throughout

State government with information booklets explaining all available insurance plans. Employees should contact their agency's Group Insurance Coordinator in the Personnel Payroll Office for insurance-related information and answers to their questions.

Life Insurance:

A State employee may elect basic life insurance even if he/she does not elect health insurance. Basic life insurance currently provides \$5,000 life insurance coverage. The Commonwealth contributes 90% toward the premium for basic life insurance. If an employee does not sign up for basic life insurance when the employee is first eligible, the employee must wait until the next annual enrollment period to sign up for basic life insurance. Optional life insurance coverage, for which the employees pays the full cost, is available in thousand dollar increments.

Currently, the maximum allowable amount of optional life insurance is the employee's annual salary rounded down to the nearest thousand, less \$1,000. For example, an employee with an annual salary of \$13,700 would be eligible for \$12,000 of optional life insurance. The maximum amount of optional life insurance coverage, regardless of salary, is \$74,000. An employee may elect to have his/her optional life insurance increased automatically each time his/her salary reaches the next \$1,000 level. This option is recommended. If one does not sign up for optional life insurance or choose the automatic increase option when first eligible and at a later date wants to sign up for optional life insurance or have his/her optional insurance automatically increased, one must wait one year from the original effective date and submit medical evidence of good health before receiving this benefit.

Employees should contact their Group Insurance Coordinator in the

Personnel/Payroll Office for further information regarding life insurance.

Health Insurance:

The following three health insurance options are available to eligible State employees:

1.) State Health Insurance Plan (traditional insurance currently provided through Blue Cross/Blue Shield). Currently, under this plan the State's contribution, determined by law and collective bargaining, is 90% of the premium. The employee pays the remaining 10%. This provides coverage for inpatient, outpatient and physician services. Optional coverages, for which the employee pays the full cost, include Catastrophic Illness Coverage (which is strongly recommended) and Medically Necessary Abortion Coverage. The State Optional Medicare Extension Plan (OME) is offered to retirees at age 65 provided they are eligible for Medicare coverage. The

State's contribution is also 90% of the premium. Retirees may also buy Catastrophic Illness Coverage, (which is strongly recommended), for which they pay the full cost.

2.) Health Maintenance Organizations (HMOs) are usually less expensive alternatives to traditional insurance which emphasize preventative health care. HMOs provide or arrange for doctors' care and hospitalization for their members. HMOs help control costs, for example, by delivering care in less expensive settings, if medically appropriate. Except in an emergency (as defined by the HMO), your Primary Care Physician must coordinate your Health Care Services. To be covered referrals to specialists must be made through your Primary Care Physician.

There are three types of health maintenance organizations:

(a) Staff Model HMOs maintain their own facilities and maintain salaried medical staff to treat their members. You

use the HMO facility located nearest you and choose your Primary Care Physician from its staff.

(b) Medical Groups are HMOs which contract with a medical group, partnership, or corporation comprised of health professionals for the delivery of health care to its members. The choice of Primary Care Physicians in a Medical Group Plan is generally greater than that in a Staff Model.

(c) Independent Practice Associations are individual practice plans. The HMO is an administrative office operation which contracts with physicians to treat members under its plan. The choice of Primary Care Physicians in an Independent Practice Association is generally greater than in a Staff or Medical Group Model Plan.

3.) Preferred Provider Organizations (PPOs) like HMOs emphasize preventive health care. They cover routine checkups, diagnostic tests, and other preventive services. The PPO contracts with area

physicians, health care centers, and hospitals to provide certain services for a very small fee or no fee. PPOs also cover a portion (70%) of the charges after a yearly deductible for visits to doctors and facilities not affiliated with the plan. HMOs do not cover any of the cost for services provided by non-affiliated physicians and facilities except in emergencies.

For each individual or family contract, the State currently pays the same dollar amount toward the HMO or PPO premium as it does under the traditional health insurance plan. Since the HMO or PPO premium is often less than the State's 90% contribution to the traditional plan, many employees pay nothing toward HMO or PPO coverage. Both HMOs and PPOs may restrict membership to employees living in their service areas.

If an employee wants to change health insurance coverage from one plan to another, he/she must file an application with his/her agency's Group Insurance

Coordinator in the Personnel/Payroll Office during the annual enrollment period. The dates for the annual enrollment period vary slightly from year to year, but usually are in the Spring of each year. All changes made during the annual enrollment become effective the following July 1st.

If you leave state service, die or retire, there are a number of provisions in state and federal law which provide for continuation of coverage under these circumstances for employees, retirees, surviving spouse and children. For most employees who leave state service, or for a surviving spouse and children, one or more coverage options are available. Some options require the employee or survivor to pay the full cost, others require partial contributions.

Employees should contact their Group Insurance Coordinator in the Personnel/Payroll Office for more information regarding life and health insurance.

Dental Insurance:

State employees representing 11 different collective bargaining units have dental insurance coverage through their individual unions. Employees are covered if they are in one of these bargaining units, regardless of whether they are union members. However, although an employee is automatically covered, (usually after six months of service) he/she must formally enroll in the plan in order to receive benefits.

One dental plan covers employees in the "Alliance", consisting of collective bargaining units #2, 4, 8, and 10. Employees in these units who want to enroll in the dental plan or have questions about dental insurance should contact the Program Administrator: MASSCORP, 8 Beacon Street, Boston, MA 02108; Telephone 720-0909 (WATS 1-800-453-3666).

Employees in collective bargaining units #1, 3, and 6 who want to enroll in

their dental plan or have questions regarding their dental coverage should contact the Plan Administrator: Insurance Administrators Inc., 1313 "L" Street, N.W., Washington, D.C. 20005; Telephone 1-800-334-2869.

Employees in collective bargaining units #5, 5A, 7, and 9 should contact their unions regarding dental insurance coverage.

Employees in Higher Education should contact Prudential Insurance Company: Closed Plan - 1-800-843-3661; Open Plan - (617) 687-0364.

In general, information regarding dental coverage is not available through your agency's Personnel Office.

Retirement:

Membership in the Massachusetts contributory retirement system is mandatory for nearly all public employees who are regularly employed on a not less than half-time basis and whose

employment commences prior to attaining age 65.

Five, seven or eight percent of the gross regular compensation of every eligible State employee is automatically deducted for retirement. The percentage rate is keyed to the date upon which an employee's membership commences.

If you have twenty years of creditable service, you are eligible to retire at any age. If your current membership in the retirement system began prior to January 1, 1978, upon reaching age 55 you may retire with any number of years of service. There are no minimum service requirements for members in this category.

If your current membership commenced on or after January 1, 1978, you must have at least ten years of creditable service and be age 55 or older to receive an allowance.

Vesting is the term used to signify the maintenance of the right to a retirement allowance at a later date. Vested benefits are those benefits which do not depend upon

the member remaining in service in order to be entitled to them. Any member who has a minimum of ten complete years of creditable service and who leaves his accumulated deposit with the retirement board may request a retirement allowance upon becoming age 55.

The retirement allowances of public employees consist of two parts: an annuity and a pension. Your accumulated total deductions and a portion of the interest generated constitute your annuity. The governmental unit which employs you makes up the difference between what the law says you shall receive for a retirement allowance and what is provided by your annuity. That difference is called the pension.

The amount of a typical retirement allowance depends on a member's age, length of creditable service, level of salary, and group classification.

Employees who resign from state service prior to their 55th birthday are entitled to

request a refund. A refund is a lump sum returned to an employee of his/her accumulated deductions.

Employees who become permanently and totally disabled for further duty may be eligible to receive a disability retirement allowance. Survivors benefits are extended to eligible beneficiaries of employees whose death occurs prior to or following retirement.

Further information regarding the State's retirement system may be obtained from the Board of Retirement or the Division of Public Employee Retirement Administration (see Appendix).

Unemployment Insurance:

Like other employers, the Commonwealth provides unemployment insurance benefits to employees who have been temporarily unemployed through no fault of their own. Eligible claimants receive approximately 1/2 of their average weekly salary up to a maximum weekly

ceiling. Benefits are paid for a maximum of 30 weeks in most cases, but supplemental benefits may be authorized in extraordinary circumstances.

The Division of Employment Security administers unemployment insurance benefits (see Appendix). The Agency Personnel Office will be contacted by DES to ascertain appropriateness of an employee's eligibility for unemployment benefits.

Vacation Leave:

The Commonwealth allows its employees paid vacation time based on continuous length of service. Vacation leave is earned beginning with the first full month of employment, but cannot be used before July 1st. Based on an employee's length of service as of June 30th in any given year, his/her vacation leave available on July 1st of that year will be as follows:

Length of continuous Full Time 'Creditable Service' for the Employee as of June 30.	Vacation Credit Accrued
Less than (1) year	(1) day for each calendar month of service, but not exceeding (10) days
(1) year, but less than (4 1/2) years	(2) weeks
(4 1/2) years, but less than (9 1/2) years	(3) weeks
(9 1/2) years or more	(4) weeks
(19 1/2) years or more	(5) weeks

Employees in Higher Education should refer to the appropriate collective bargaining agreement to determine their vacation benefits and/or contact their Personnel Office.

If an employee is absent without pay or on leave without pay for more than 15 or 20 days depending on the bargaining agreement, he/she may lose a year's credit of calculated vacation time and vacation days will be deducted proportionally. This does not apply to employees on maternity leave, military leave, industrial accident leave, parental leave, educational leave, civic duty leave, or illness requiring hospitalization. Part-time employees who work at least half time will earn proportionate vacation benefits based on their length of service.

Vacation leave not used in the year that it becomes available may be carried over into the next year. However, this leave must be used during the next vacation year (July 1 - June 30).

Upon resignation from State service, an employee should contact his/her Personnel Office regarding compensation for any unused vacation time.

Personal Leave:

In addition to vacation leave, the Commonwealth offers paid personal leave to its full-time employees. Employees hired as of July 1st in a given year will be granted 3 personal days. Employees hired after July 1st will be granted personal days as follows:

July 2 - September 30	3 days
October 1 - December 31	2 days
January 1 - March 31	1 day
April 1 - June 30	0

Personal days for part-time employees who work at least half time will be granted on a

prorated basis. Personal days may not be carried over; they must be used by June 30 in a given year or forfeited.

Sick Leave:

Sick leave is accrued at the rate of one and 1/4 days for each calendar month of employment for a total of 15 days per year. There is no limit to the amount of sick leave which may be accumulated. It is considered wise for an employee to build up a reserve of sick leave for protection against lost income in the event of a prolonged illness or a disabling accident. Employees will be granted sick leave when they are incapacitated due to illness or injury, when a member of their immediate family is seriously ill (limited to a maximum of 7 or 10 days per year, depending upon the collective bargaining agreement), or when they are exposed to a contagious disease and their presence at work represents a threat to others.

Sick leave may be used for absences due

to appointments with doctors or dentists for purposes of treatment or diagnosis of a medical condition only if such appointment can not reasonably be scheduled outside normal working hours. Routine medical or dental check-ups are not considered an appropriate use of sick leave.

Employees absent from work due to illness or injury should notify their supervisor as early as possible on the first day absent. Failure to do this may result in an absence without pay. It is the supervisor's responsibility to ensure that the sick leave benefit is not being abused. If a supervisor has reason to believe that sick leave is being abused, he/she may require the employee to submit satisfactory medical evidence. If the employee fails to produce satisfactory medical evidence within 7 days of the request, sick leave may be denied for the period of the absence.

Part-time employees who work at least half time will earn sick leave benefits on a pro rata basis. Employees who are on leave

with pay or industrial accident leave will accumulate sick leave. Employees who are absent without pay for more than one day in any calendar month do not accumulate sick leave for that month.

Upon retirement from State service, retirees will receive 20% of the value of their unused sick leave. This payment will in no way affect pension benefits.

Maternity Leave and Parental/Adoptive Leave:

For its female employees who have completed their probationary period if they are required to serve a probationary period or who have been employed for at least 3 consecutive months, the Commonwealth offers maternity leave for a period not to exceed eight weeks. This leave is without pay but with no loss of benefits. Maternity leave does not interrupt the accrual of benefits, seniority, or length of service credit. Accumulated vacation, personal, or sick leave may be applied to maternity

leave. The employee must notify her supervisor at least 2 weeks in advance of the anticipated date of departure. The 8-week maternity leave period must include the date the delivery is expected.

For employees who have completed their probationary period or have been employed by the State for at least 3 consecutive months, parental/adoptive leave without pay is available for a period not to exceed 2 weeks or 8 weeks, depending upon the collective bargaining agreement. The purpose of such leave is limited to the need to care for, or to make arrangements for the care of, a minor dependent child of the employee, whether the child is the natural-born child, adopted child, or stepchild of the employee. The employee must request this leave in writing at least 2 weeks in advance of the anticipated date of departure.

Bereavement Leave:

Employees of the Commonwealth (including employees in Higher Education)

are allowed up to four consecutive calendar days with pay in the case of the death of one of the following: spouse, child, parent, brother, sister, grandparent, grandchild, parent of spouse, or person living in the household.

Voting Leave:

If an employee's hours of work prevent him/her from voting, that employee may be granted up to 2 hours paid leave to vote in city or town, state, or national elections.

Military Leave:

Employees of the Commonwealth are entitled to leave with pay for service in the National Guard. Employees of the Commonwealth are also entitled to leave with pay for service during their annual tour of duty not to exceed 17 days in a reserve unit of the Armed Forces of the United States. This benefit does not include weekend duty.

Court/Civic Duty Leave:

Employees of the Commonwealth are entitled to leave with pay when called for jury service or when summoned as witnesses on behalf of any city, town, or county of the Commonwealth, the State, or the Federal government. If the employee receives jury fees for jury service, he/she may either retain such fees in lieu of pay for the period of jury service if the fees exceed the pay, or remit to the agency the jury fees if less than his/her pay for the period. With the exception of jury fees, witness fees and all other fees for court service rendered during office hours must be paid to the Commonwealth. Any fees paid to employees for court services performed during vacation time may be retained by the employee.

The court leave benefit is not offered to employees in cases where the employee is the defendant in a court case or engaged in personal litigation.

Leaves of Absence:

The Commonwealth will allow a Leave of Absence without pay under certain circumstances for personal reasons. Such leave is not to exceed one year at a time, and is only available to permanent State employees. A Leave of Absence must have the approval of the appropriate supervisor, the appointing authority, and the Personnel Administrator. (Exception: Personnel Administrator approval is not required in Higher Education.)

Tuition Remission:

The Commonwealth encourages the professional and career development of its employees by providing educational benefits through a tuition remission program. Under this program, full-time employees enrolled in a state-supported degree program or a course at a state college, state university, or community college are entitled to 100% remission for the tuition cost. Full-time employees

enrolled in self-sustaining continuing education programs or courses at one of these institutions are entitled to remission of 50% of their tuition. Information regarding which courses fall under each category may be obtained from the particular school.

The tuition remission benefit is for use during non-workhours, and employees utilizing this program are expected to work a full work week. In order to receive this benefit, an employee must submit a Certificate of Eligibility to the Office of Employee Relations (OER) three weeks in advance of the tuition payment. These certificates are available in each agency's Personnel Office and must be approved by the Personnel Officer before being sent to OER. Following approval, OER will return the certificate to the employee who will then submit it to the school.

Currently, all of the State's collective bargaining agreements authorize short-term paid leave to attend conferences,

seminars, briefings, etc. Such short-term leave may be granted by the agency head for a period not to exceed two weeks. Any paid educational leave of absence for a term greater than two weeks requires the approval of the agency head, the Secretariat, and the Office of Employee Relations.

Employees in Higher Education should refer to the appropriate collective bargaining agreement to determine their educational benefits. For information regarding tuition remission, the Employee Relations Office for Higher Education should be contacted (see Appendix).

Deferred Compensation

Deferred Compensation is an optional benefit for State employees who choose to set aside a portion of their earnings in a savings or investment plan while at the same time deferring federal and state tax obligations and supplementing retirement funds. Under the Deferred Compensation

Program, an employee pays no federal or state income taxes on the deferred income until the value of the deferred earnings is returned to the employee either upon retirement, death, disability, termination of services, or withdrawal of funds due to serious financial hardship.

State employees can join this program immediately, and have the option of deferring as little as \$10.00 per month or as much as 25% of gross annual income up to a maximum of \$7,500 per year. Several different options are available regarding types of investments and methods of payment upon retirement.

Employees who have questions regarding the deferred compensation program should contact Plan Coordinator, PEBSCO: Telephone 1-800-732-3760.

Massachusetts Employee Assistance Program:

The Massachusetts Employee Assistance Program (MEAP) is an

assessment and referral service offered to State employees and their family members who need help due to alcohol or drug problems; mental or emotional problems; marital, financial, or legal problems; or other job-related difficulties. Through the program, assessment and referral services are offered at localities throughout the State by a variety of professionals who have contracted with the Commonwealth. After a confidential, no cost consultation with an experienced professional, an employee may be referred to an appropriate practitioner in his/her community for treatment, if necessary. Payment for such treatment is often covered by various health insurance plans.

For more information, employees should contact the Massachusetts Employee Assistance Program, within the Department of Personnel Administration, at 727-8097.

Holidays:

The following is a list of holidays observed during the year throughout the Commonwealth. All State offices will be closed on these days:

New Year's Day (January 1)
Martin Luther King Day (third Monday in January)
Washington's Birthday (third Monday in February)
Patriot's Day (third Monday in April)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veteran's Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Christmas Day (December 25)

If an employee is required to work on a holiday, he/she will receive a compensatory day off with pay within 60 days following the holiday, to be taken at a time approved by his/her supervisor. If for any reason a compensatory day can not be approved, the employee is entitled to a day's pay in addition to pay for the holiday worked.

If an employee is absent without pay or on leave without pay for any portion of the workday immediately preceding or following a holiday, that employee will not receive pay for the holiday. If an employee is granted sick leave for a holiday on which he/she was scheduled to work, that employee will not receive an additional day's pay or an additional day off with pay for the holiday.

Regular part-time employees (those who are scheduled work at least half-time) are eligible for holiday benefits if the holiday falls on a day those employees are normally scheduled to work. No holiday benefits are offered to regular part-time employees if

the holiday falls on a day that the employee was not scheduled to work.

In addition to the above list of holidays, two other holidays are observed only in Suffolk County: Evacuation Day (March 17) and Bunker Hill Day (June 17). All State offices outside of Suffolk County must stay open on these two holidays. Employees inside or outside Suffolk County who work on either of these holidays are entitled to another day off with pay or an additional day's pay.

Skeleton Days/Weather-Related Emergencies:

A skeleton work force in State government may be authorized due to adverse and extreme weather conditions. Skeleton authorization within Government Center in Boston will be determined by the Secretary for Administration and Finance, and information on this decision will be provided by the Department of Personnel Administration. Because weather

conditions may vary across the State, the decision to authorize a skeleton force outside of Government Center in Boston will be made by the appointing authority of each individual agency or head of each facility or institution. For informational purposes, a telephone report will be made to the appropriate Secretariat regarding the details of the circumstances dictating a skeleton force, including name of the agency or institution, number of employees released, time of release, and weather and other factors involved. On the following day, this information will be transmitted in writing to the Department of Personnel Administration.



Collective Bargaining

Summary:

- Employees of the Commonwealth have certain rights under the Massachusetts collective bargaining law, MGL Chapter 150E.
- These rights include the right to form a union and bargain collectively over wages, hours, and terms and conditions of employment.
- Each state employee is assigned to one of twelve collective bargaining units established by the Massachusetts Labor Relations Commission, or one of the higher education bargaining units ; these bargaining units cut across many state agencies, with each unit represented by a union.
- Issues and topics discussed during the collective bargaining process include wage adjustments, criteria and procedures for provisional promotions, leave benefits, holidays, grievance procedures, affirmative action, lay offs, and disciplinary procedures.
- All state employees must elect either to join a union and pay union dues, or pay an agency fee to that union as a condition of employment.
- Confidential employees are not formally covered by the collective bargaining contracts, although these employees usually receive the economic benefits outlined in the contract.

Collective Bargaining

Employees of the Commonwealth have certain rights under the collective bargaining law (Massachusetts General Laws, Chapter 150E). This law, passed in 1973, extends to most State employees the right to form a union and bargain collectively over wages, hours, terms and conditions of employment. Managerial and confidential employees are not covered under the law, but their rights and benefits are regulated by the Department of Personnel Administration (DPA).

Under the law, employees' rights are administered and enforced by a State agency known as the Massachusetts Labor Relations Commission. The Commission has established twelve collective bargaining units. With the exception of

managerial and confidential employees, each State employee is assigned to one of these twelve units. All bargaining units are statewide and cut across many agencies. For example, clerical employees employed by the Department of Public Welfare, the Division of Employment Security and the Registry of Motor Vehicles are all in Unit One. Each bargaining unit is represented by an employee organization called a union, an association, or an organization. Employee organizations (referred to as unions in this guide) are selected to represent the bargaining units through an election administered by the Labor Relations Commission. (Example: Unit One is represented by the National Association of Government Employees.)

Once elected, the union meets with the Secretary of Administration and Finance (who represents the Commonwealth) to negotiate salary and benefits adjustments. The Office of Employee Relations (OER) has been named the Secretary's designee in all labor relations matters. OER is the only agency authorized to negotiate with individual unions and bind the Commonwealth through collective bargaining agreements.

For employees in higher education, the Commonwealth as employer is represented by the Board of Regents under the collective bargaining law. There are twenty-six (26) collective bargaining units in higher education. Although their collective bargaining agreements are similar to those for other State employees, employees in higher education should contact their union representatives to obtain a copy of their specific agreements.

Many issues and topics are discussed during the collective bargaining process,

such as wage adjustments, criteria and procedures for provisional promotions, leave benefits, holidays, grievance procedures, affirmative action, lay offs, and disciplinary procedures. When a collective bargaining agreement has been reached, it is binding on all managers and supervisors and continues in effect until a successor agreement is negotiated between the Commonwealth and the union. Employees are encouraged to obtain copies of their collective bargaining agreements from their union representatives.

With the exception of managerial and confidential employees, all State employees must elect either to join a union and pay union dues or pay an agency fee to that union as a condition of employment. An employee may authorize his/her agency payroll office to deduct union dues or agency fees from his/her paycheck when he/she joins one of the employee organizations or he/she may choose to pay directly to the union. Employees who do not

join the union or pay an agency fee within thirty (30) days of their employment may be terminated in accordance with the collective bargaining agreement.

In each collective bargaining agreement there is a procedure for an employee and/or the union to file a grievance when there is a dispute over a specific term of the agreement. An employee who believes that the contract has been violated should contact his/her union representative who will assist in filing a grievance. There are several steps to the grievance procedure which ends in final and binding arbitration. Only a few cases reach arbitration and the union decides which cases go before an arbitrator. The filing of a grievance does not give any employee the right to refuse to perform his/her duties. As a general rule, an employee must continue to perform his/her duties and comply with the supervisor's directives. The only exception is when he/she is asked to perform a duty which unnecessarily jeopardizes his/her

health and safety or is illegal. Since this exception is very limited, the employee should contact his/her union representative before refusing to perform the duty. If an employee refuses to perform a duty or comply with a directive and it does not fall under the exception, it could be considered an act of insubordination and result in disciplinary action.

Employees who are deemed "Confidential" are not formally covered by the collective bargaining contracts. However, in practice these employees usually receive the economic benefits (i.e. compensation) outlined in the contract. In matters such as vacation, sick leave, etc., confidential employees are covered by the regulations covering State managers. A confidential employee who wants to file a grievance regarding conditions of work, hours, etc. should refer to the regulations covering State managers rather than any collective bargaining agreement.

In general, any employee who wants to

file a grievance should first contact his/her Personnel Office or his/her Labor Relations Officer. All employees may be subject to disciplinary action if they violate any policy, rule or regulation established by the agency where they work. If disciplinary action has been taken against an employee who has completed the probationary period, that employee may file a grievance under the collective bargaining agreement. If the employee's position is covered by Civil Service, he/she may either choose to file a grievance under the collective bargaining agreement or request a hearing before the Civil Service Commission. In either case, the union representative should be contacted immediately.

Merit System of Personnel Administration



Summary:

- The merit system, often referred to as the civil service system, is mandated by MGL Chapter 31.
- Basic principles of the merit system include selecting and promoting employees on the basis of relative ability, knowledge and skill; providing equitable compensation for all employees; provision of training/development for employees; assuring fair treatment of all employees without regard to political affiliation, race, creed, color, national origin, mental status, handicap or religion; and assuring that all employees are protected against coercion for political purposes and from arbitrary and capricious actions.
- Most jobs in state government fall into a “class”, or group of sufficiently like positions with respect to duties and responsibilities. This classification plan allows for a comprehensive system which clearly defines the content and interrelationship of all classes.
- A “job group” pertains to a range of salaries within a salary schedule for a given collective bargaining contract. A class is assigned to a job group through the collective bargaining process, with each collective bargaining unit having its own salary schedule.

Merit System of Personnel Administration

Principles of the Merit System:

The merit system, which provides one of the foundations for the Commonwealth's personnel administration, is mandated by Massachusetts General Laws, Chapter 31, which is known as the Civil Service Law. The basic principles of the merit system are: (a) recruiting, selecting and advancing of employees on the basis of their relative ability, knowledge and skills including open consideration of qualified applicants for initial appointment; (b) providing of equitable and adequate compensation for all employees; (c) providing of training and development for employees, as needed, to assure the advancement and high quality performance of such employees; (d) retaining of employees on the basis of

adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected; (e) assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, age, national origin, sex, marital status, handicap, or religion and with proper regard for privacy, basic rights and constitutional rights as citizens, and; (f) assuring that all employees are protected against coercion for political purposes, and are protected from arbitrary and capricious actions.

The merit system is often referred to as the Civil Service System. Not all State positions are subject to the provisions of

civil service regulations. Currently, State positions exempt from civil service include management positions in grades M-V through M-XII; positions authorized in the constitutional offices, such as Attorney General, Secretary of State, State Treasurer, etc.; positions in the Legislative and Judicial Branches of State government; positions under the Board of Regents of Higher Education; and positions occupied by most department heads. Although these and other categories are not covered by civil service, employees in these categories still receive in general the same benefits available to all State employees, as previously discussed in this Reference Guide.

The Department of Personnel Administration (DPA) within the Executive Office for Administration and Finance is responsible for the implementation of the civil service system. Periodically, DPA will schedule examinations and distribute copies of civil service examination

announcements. Copies of these announcements are posted on bulletin boards in many work locations and on the bulletin boards at DPA, 2nd Floor, One Ashburton Place, Boston. Employees are encouraged to check these bulletin boards regularly since retention of a present position or promotion to a higher position will, at some point in the future, depend upon taking and passing the appropriate civil service examination. Employees are encouraged to apply for and take examinations scheduled for their current positions or other positions for which they may qualify. Employees serving provisionally may be displaced by the results of such examinations for their positions.

When hired, employees in all civil service positions will receive one of the following types of appointments:

1.) Permanent Appointment - an appointment made after certification from an eligible list to a permanent position,

subject to a probationary period of six months except where otherwise provided.

2.) Temporary Appointment - an appointment to a temporary position for the duration of the temporary vacancy, after certification from an eligible list.

3.) Provisional Appointment - an appointment approved by the Personnel Administrator following the filing of a requisition by an appointing authority until a suitable eligible list is established and until an appointment can be made from that list.

4.) Intermittent Appointment - an appointment from an eligible list to recurring employment, which may be regular or irregular as needs of service require. These employees do not receive any benefits except step raises after 260 days of service.

5.) Emergency Appointment - an appointment made for a specified period of time (usually limited to 30 days) to cover an unforeseen emergency.

Position Classification and Salary Information:

Most jobs in State government are allocated to a "class", which is a group of positions forming part of the classified service of the Commonwealth, sufficiently similar with respect to duties and responsibilities. The same descriptive title may be used to designate all positions allocated to the class and the same general entrance qualifications may be required of incumbents. A classification plan is a comprehensive system which clearly defines the content and outlines the interrelationships of all job classes. In a classification system, related classes in a job family (or career ladder) are called a "series" (e.g., Registered Nurse I, Registered Nurse II, Registered Nurse III, etc.). Class specifications are developed for an entire series and are kept on file in each agency's Personnel Office. These specifications represent the official descriptions of the characteristic duties,

responsibilities and qualifications of a class.

The Commonwealth has recently instituted a comprehensive decentralization plan, implemented through the Department of Personnel Administration, designed to modify the State's personnel system and make it more responsive to the needs of the agencies. The first component of this plan, which is required of all agencies, mandates that each agency fulfill its responsibility for keeping the State's classification plan current. This process includes the development and maintenance of position descriptions containing current and accurate information about all jobs in an agency. A position description is a written statement of the duties, responsibilities and requirements for a particular position or group of identical positions (referred to as a Form 30). These position descriptions are very important to the State's overall classification plan, and should be examined periodically to ensure that the information

is up to date and accurate. This element of the decentralization process is a fundamental building block for all personnel decisions. Form 30s are kept on file in each agency's Personnel Office.

A "job group" pertains to a range of salaries within a salary schedule for a given collective bargaining contract. A class is assigned to a job group through the collective bargaining process. Job groups indicate rank within a bargaining unit, but since job group numbering sequences vary from unit to unit, a particular job group level may represent substantially different salary ranges from one bargaining unit to another. Each collective bargaining unit has its own salary schedule. A salary schedule is a table of all salaries for a particular bargaining unit arranged by job groups. Each job group has a salary range of five or seven steps, depending on the contract, from minimum to maximum salary. An employee progresses along this range according to adequate performance

based on a 52-week evaluation period. Step raises are not automatic, and may be denied due to unsatisfactory performance. In the event of denial, the appointing authority must notify the employee in writing in advance of the date that the step rate increase would otherwise be in effect. If an employee is promoted, he/she is eligible for an annual step raise one year from the date of the promotion unless his/her salary has reached the maximum step for the class/title. Most contracts also allow for general across-the-board increases periodically negotiated through the collective bargaining process.

Since all salary issues are covered by collective bargaining agreements, employees seeking such information should contact the Office of Employee Relations at 727-5403. The Bureau of Classification within the Department of Personnel Administration determines the classification of new positions and the reclassification of existing positions.

Questions regarding these matters should be directed to the Bureau at 727-2713. However, employees who have specific questions about their individual salaries should first contact their Personnel Offices.



Legal Information

Summary:

- As an affirmative action/equal opportunity employer, the Commonwealth takes aggressive and positive action to eliminate discriminatory practices and to ensure equal opportunity in all aspects of personnel activities e.g., hiring, promotions, compensation.
- Additionally, it is the policy of the Commonwealth to ensure that all state employees work in an environment free of sexual harassment. Designated officers are in place at each state agency to so ensure this and investigate complaints.
- The state conflict of interest law is in place to prevent conduct causing a state employee's private interest to conflict with his/her public responsibilities. Such prohibited activities include seeking or accepting gifts as a public employee and restricted participation of public employees in particular types of outside activities in which one has a financial interest.
- Further restrictions of which state employees should be aware include their participation in political activity on local, state or federal levels.
- Lastly, it is a violation of state law for a public employee to directly or indirectly solicit political contributions. This is to insulate public employees from inappropriate political pressures and to ensure that employees do not use their public positions for personal or political gain.

Legal Information

Affirmative Action/Equal Opportunity

The Commonwealth is an affirmative action/equal opportunity employer. It is the policy of the Commonwealth to take positive and aggressive action to eliminate existing discriminatory practices and to ensure equal opportunity in all aspects of its personnel activities, including but not limited to: hiring, promotions, terminations and compensation.

State employees who feel that they have been discriminated against are urged to contact their agency's Affirmative Action/Equal Opportunity Officer. Additional information is available through the Massachusetts Commission Against Discrimination and the State Office of Affirmative Action (see Appendix).

Sexual Harassment:

It is the policy of the Commonwealth that all State employees have a right to work in an atmosphere free from sexual harassment by a member of the same or of the opposite sex. Any employee who engages in behavior defined as sexual harassment is subject to disciplinary action.

Each State agency has a designated individual responsible for investigating complaints of sexual harassment. This individual may be the Affirmative Action Officer, the Personnel Officer, the Labor Relations Specialist, or may hold some other title. Any employee who believes that he/she has been a victim of sexual harassment is urged to report the incident to the appropriate individual in a

confidential meeting. Additional information is available through the Massachusetts Commission Against Discrimination and the State Office of Affirmative Action (see Appendix).

Conflict of Interest:

The State's conflict of interest law (Massachusetts General Laws, Chapter 268A) is administered by the State Ethics Commission and is intended to prevent conduct which causes a State employee's private interest to conflict with his/her public responsibilities. Included in the conflict law are provisions which prohibit public employees from seeking or accepting gifts; prohibit public employees from official involvement in matters in which they or those close to them have private financial interests; restrict participation by public employees in certain kinds of outside activities; limit the interests of public employees in public contracts; and prohibit state employees from using their official

position to secure unwarranted privileges. Violation of the conflict of interest law carries both civil and criminal penalties. Employees who have questions regarding the legality of certain activities are urged to contact the State Ethics Commission and request an opinion. (see Appendix)

Political Activity

There are restrictions imposed by law on State employees with respect to their participation in political activity whether on the local, state or federal level. This Handbook will briefly discuss the restrictions on State employees in the solicitation of political contributions, seeking of political office, and participating in partisan political activity.

It is a violation of State law for a public employee to directly or indirectly solicit political contributions (Massachusetts General Laws, Chapter 55, Section 13). The intention of this law is to insulate public employees from inappropriate political

pressures and to ensure that employees do not use their public positions for personal or political gain.

This law applies to both direct and indirect solicitation and includes: a public employee asking any individual for a contribution on behalf of a political candidate or committee; a public employee agreeing to sponsor or allow the use of one's name on an invitation to a fundraising event or on a fundraising request; the encouragement of any individual's contribution to a candidate for public or political office or to a political fundraising event; and the distribution and selling of tickets to fundraisers.

The prohibition on fundraising by public employees applies to a public employee's activities on behalf of the employee's own candidacy for public office. A public employee candidate who wishes to raise funds may do so through a political committee organized on behalf of the public employee. The fundraising prohibition

makes it extremely difficult for a public employee to effectively run for a public office requiring major financial support.

It is also a violation of State law for any individual to solicit a political contribution in a public building. Such solicitation includes the request for, or receipt of, a contribution and the distribution of fundraising letters or tickets.

State employees may not participate in political campaign activity during their usual business hours. Additionally, State employees may not use the facilities or property of the Commonwealth (such as offices, telephones, copying equipment, etc.) for political campaign activity. Political and campaign activity may be conducted by a State employee only during non-business hours, including usual lunch hour, vacation time, personal time or a leave of absence without pay. Fundraising by a State employee may not occur at any time.

In summary, State employees who adhere to the restrictions imposed by law,

may be members of a political organization, may work in a political campaign during non-business hours in non-State locations, and may freely and willingly contribute to the campaign committee of their choice.

State employees whose employment involves programs or activities financed in whole or in part by the federal government are also subject to restrictions on their activity imposed by federal law. Such employees are prohibited by federal law from being a candidate for elective office in a partisan election or forcing another employee to contribute to a particular candidate. Under federal law, such employees may engage in partisan political campaigning under certain conditions, may be a candidate in a non-partisan election, may attend political conventions, may serve as a delegate or an alternate, and may perform volunteer work for a partisan candidate, committee or party.

Employees seeking information or who have specific inquiries should contact the Office of Campaign and Political Finance. (see Appendix).



Personnel Procedures

Summary:

- All full-time state employees are typically required to work either 37.5 or 40 hours per week.
- However, in response to today's employee's work needs and trends, the state has developed alternative work options, a voluntary program offering increased flexibility in working conditions. Such options through this program include working part-time, job sharing, "flextime," staggered work hours, intermittent employment, and seasonal employment. Requirements and approval vary with each option.
- The Commonwealth relies on the employee to be responsible for and aware of adherence to policy for notification of absenteeism, tardiness, appearance, use of telephones and equipment, and use of state vehicles.

Personnel Procedures

Hours of Work:

All full-time State employees are normally required to work either 37.5 hours per week (for office personnel) or 40 hours per week (for institutional or field personnel). All employees are expected to work a full day for a full day's pay.

In response to changing workforce trends, the Department of Personnel Administration has developed the Alternative Work Options program for State employees. This voluntary program is intended to accommodate employees who do not wish to work a standard, five-day, "9 to 5" week. Currently, the program encompasses six scheduling strategies: part-time, job-sharing, flextime, staggered work hours, intermittent employment and

seasonal employment. Together, these options comprise "alternative work options." Collective bargaining agreements provide for Labor Management Committees in this area.

Part-time: A part-time employee is scheduled to work at least half-time but less than full-time, or at least 18.75 hours on a 37.5-work week basis or at least 20 hours on a 40-hour work week basis. Part-time employees are entitled to the same benefits as full-time employees; some are granted on a prorated basis. Sick time, vacation and personal leave are prorated; eligibility for life and health insurance is the same as for full-time employees. Part-time employees are paid for those holidays on which they are scheduled to work. They are given due

consideration for promotion.

Job-sharing: Job-sharing enables two or more employees to share the responsibilities assigned to one specified position. The job-sharers may divide the responsibilities based on their individual expertise, schedules, or preference. Together, the job-sharers comprise one "full-time equivalent" position; their total hours worked per week do not exceed either the 37.5 or the 40-hour work week. They are eligible for benefits as part-time employees if they are scheduled to work at least half-time.

Flextime: Flextime permits employees to set their own schedules within guidelines established by agency management. Arrival and departure time may vary. Employees can make up time missed for a doctor's appointment or other personal business by working longer that day or another day that week. The hours worked each day may vary, but a total of 37.5 hours (40 hours for some positions) must be

worked each week. Each agency establishes "core hours" during which all employees must be at work, regardless of individual flextime schedules.

Staggered work hours: This scheduling option enables employees to establish arrival and departure times to fit their needs. Unlike flextime, this option requires that employees work 7.5 (or 8) hours each day, five days per week. However, these hours may be worked other than the standard 8:45 A.M. to 5:00 P.M.

Intermittent employment: Intermittent employees work less than half-time over the period of a calendar year. Their schedules are based on agency needs and employees' availability. These employees may work full-time for a period of time and then part-time or not at all for several months. Intermittent employees are paid at an hourly rate based on the weekly salary for the position they fill.

Seasonal employment: Seasonal employees are hired for a designated period

of time that is less than a full calendar year. They may work on a part-time or full-time basis. Seasonal employees include pool and ice skating rink attendants and park employees.

Flextime and staggered work hours plans must be approved by the Office of Employee Relations and the Department of Personnel Administration. For more information about alternative work options, contact the Manager of Alternative Work Options, Department of Personnel Administration, 727-8097.

Notification of Absenteeism/Tardiness:

It is the responsibility of an employee to notify his/her supervisor in advance if he/she is going to be absent from or late for work on any given day. In cases where it is impossible to give notice in advance, the supervisor should be notified as soon as possible. A reasonable explanation will always be required for an unexpected absence or lateness. Each employee should

contact his/her agency/s individual Personnel Office for that agency's policy regarding appropriate notification procedures.

Appearance:

All employees are required to dress in a manner which is appropriate and consistent with the particular work environment.

Use of Telephones and Equipment:

Since much of the Commonwealth's business is conducted on the telephone, it is important to respond to calls efficiently, provide accurate information, and be courteous. Office telephones and all other business equipment (such as copying machines, postage meters, etc.) are for business only. Telephones may be used otherwise in cases of emergency.

Use of State Vehicles:

The Commonwealth owns a fleet of motor vehicles to be used by authorized

state employees with valid Massachusetts driver's licenses for official State business. The use of these cars for unnecessary travel, personal reasons or travel between places of employment and domiciles is strictly forbidden. Domicile travel is allowed when approval has been granted under the provisions of Administrative Bulletin 79-3. Recent IRS changes require that a \$3.00 per day charge be assessed to employees using vehicles for domicile travel. This charge is included on the employee's W-2 form for that year.

The Motor Vehicle Management Bureau (MVMB) was established for the purpose of providing centralized management of the state-owned motor vehicle fleet. Currently, the MVMB has approximately 1500 passenger cars within its control. Most of these vehicles are leased monthly to specific agencies and some are assigned to the interagency motor vehicle pool for daily rental.

The interagency daily rental motor pool,

located on the street level of the Saltonstall Building Garage on Bowdoin Street in Boston, has a number of cars available for official state business travel on a single trip rental basis. Due to the constant demand and short supply, it is recommended that reservations be made as far in advance as possible. Vehicles are issued on a first come/first serve basis. An employee who wants to use a state rental vehicle should contact his/her agency's Office of Administration.

Parking tickets and other monetary penalties for traffic violations involving any state vehicle are the personal responsibility of the employee. Under no circumstances is payment to be made by a state agency. In addition, the Motor Vehicle Management Bureau does not pay toll charges or garaging/parking costs. For further information regarding state-owned vehicles, employees should contact the Motor Vehicle Management Bureau at 727-7296.

Expense Reimbursement:

If an employee is authorized to use his/her personal car for agency business, the Commonwealth will reimburse that employee at a rate determined by the appropriate collective bargaining agreement. For business trips for the Commonwealth lasting more than 24 hours, an employee will be reimbursed for reasonable lodging and meal expenses as determined by the collective bargaining agreement. In addition, employees who work three or more hours of overtime (not including meal times) will be reimbursed for meal expenses as determined by the collective bargaining agreement.



Health and Safety Information

Summary:

- The Commonwealth's Right-to-Know law provides rights to employees regarding the communication of information on toxic and hazardous substances, including notice posting in the workplace and annual training for those who work with toxic or hazardous substances.
- State employees are covered by the State's Workers' Compensation law which provides compensation benefits for employees who sustain a job-related injury, as well as benefits to an employee's family if the employee suffers an accidental death on the job. This law seeks to provide the employee with a continuity of income until he/she can return to work.

Health and Safety Information

Right-to-Know:

The health and safety of its employees is of primary concern to the Commonwealth. Employees are encouraged to use appropriate safety equipment and to take necessary precautions to avoid needless accidents. Any condition which is believed to be injurious or potentially injurious to an employee's health should be reported to the appropriate supervisor as soon as possible.

The Commonwealth's Right-to-Know Law provides rights to employees regarding the communication of information on toxic and hazardous substances. These rights include a notice posted in a central location in the workplace informing employees of their rights under the law. The law also provides for annual training for those who

work with toxic or hazardous substances and provides the right to obtain and examine the Material Safety Data Sheet (MSDS) for any toxic or hazardous substance to which an employee may have been exposed. An employee must request this information of his/her employer in writing. After four working days from the request date, an employee can refuse to work with the substance if the following two conditions exist: 1.) the appointing authority or agency head fails to furnish the employee with the Material Safety Data Sheet, and 2.) the appointing authority or agency head fails to furnish the employee with proof that the employer has exercised diligent efforts to obtain the MSDS either from the manufacturer or through the

Commissioner of the Department of Labor and Industries.

Employees who are classified as "performing an essential service" may not refuse to work with the substance. One should contact his/her supervisor to determine if he/she falls in this category.

An employee who feels that he/she has been discharged, disciplined or discriminated against for exercising rights under the law has 180 days to file a complaint with the Commissioner of the Department of Labor and Industries. For further information, employees should contact this department directly. (see Appendix).

Worker's Compensation:

As a State employee, you are covered by the State's Workers' Compensation Law in the event that you are injured or killed on the job. This law provides compensation benefits for employees who sustain a job-related injury and benefits to an employee's

family if the employee suffers an accidental death on the job. A State employee who is recovering from a work related injury receives coverage for reasonable medical costs related to that injury, as well as income continuation at a rate of two-thirds of the employee's average weekly wage not to exceed a fixed maximum. Workers' Compensation seeks to provide the employee with a continuity of income until he/she can return to work. Workers' Compensation benefits continue until a determination is made that the injured worker has completed medical treatment or is able to return to work. Although the injured employee has a right to choose his/her medical care, Workers' Compensation regulations may require periodically that the employee submit to a medical evaluation arranged and paid for by the Commonwealth.

When an injury occurs in the course of employment, it must be reported to the supervisor or Workers Compensation agent

who completes the "First Report of Injury" form within 48 hours. If the injury is minor, the worker returns to his/her job and any medical bills arising from the injury are submitted with the "First Report of Injury" to the State Workers' Compensation Unit at the Division of Public Employee Retirement Administration for payment. If the injury is not minor, the worker leaves work, begins medical treatment and follows a medical regimen until he/she is able to return to work.

The Division of Public Employee Retirement Administration (PERA) has managerial responsibility for the Workers' Compensation program for all State employees. Through PERA, the Commonwealth acts as its own insurer for claims brought by State employees injured on the job. PERA now certifies all payments of compensation or payments of medical or other expenses related to Workers' Compensation claims.

PERA works closely with individual

State agencies to ensure that injured employees receive the benefits to which they are entitled during the period of disability and to actively assist them in their return to employment. Employees who have questions concerning Workers' Compensation procedures should first contact the Workers' Compensation agent at their particular agency.



Payroll Information

Summary:

- In most cases, state employees are paid on a weekly basis, covering the prior week's work.
- Weekly and/or monthly deductions are made from payroll checks for such items as taxes, retirement contributions, union dues, and basic life and health insurance.
- State employees may choose to have their weekly payroll checks directly deposited into their bank accounts.
- Through a payroll deduction, employees in the Boston Metropolitan area are offered a program through the MBTA to purchase a monthly pass.

Payroll Information

Payroll Checks:

With few exceptions, State employees are paid on a weekly basis. The weekly payroll check is payment in full for the prior week's work. Each individual agency will determine on which day of the week it will distribute paychecks to employees.

Payroll Deductions:

Each week, deductions are made from payroll checks for state and federal taxes, retirement contributions, union dues or agency fee, deferred compensation (optional), and credit union savings (optional). In most cases, additional deductions are made on specific weeks of the month. For example, basic life and health insurance is deducted from the first

weekly paycheck each month, additional life insurance (optional) is deducted from the second weekly paycheck each month, and United Way contributions (optional) are deducted from the third weekly paycheck each month.

Under a new federal law ("COBRA"), effective April 1, 1986, all newly-hired state and local employees are required to contribute to the medicare system. Therefore, all Commonwealth employees hired after March 31, 1986 will have this tax deducted from their paychecks.

Leave Balances:

The annual remaining balance of an employee's sick, vacation, and personal leave will be noted on that employee's

paycheck stub each week. This will reflect the balance as of the previous week, and will be noted in hours. If an employee believes his/her leave balances to be incorrect, it is his/her responsibility to notify the Agency's Payroll/Personnel Office.

Direct Deposit:

State employees may have their weekly payroll checks directly deposited into their accounts at participating banks. An employee who would like to enroll in direct deposit should complete an enrollment card at his/her agency's Payroll/Personnel Office.

MBTA Pass Program:

The Massachusetts Bay Transportation Authority (MBTA) offers a monthly pass program for workers in the Boston Metropolitan area. The program allows workers to purchase a monthly MBTA pass through a payroll deduction. Various plans

are available for particular transportation needs. Interested employees should contact their agency's Payroll/Personnel Office for more information.

Appendix A - Commonwealth of Massachusetts Collective Bargaining Units and Unions

EXECUTIVE BRANCH

Unit 1	ADMINISTRATIVE (Non-Professional) AND CLERICAL National Association of Government Employees (NAGE) 285 Dorchester Avenue South Boston, MA 02127 Telephone (617) 268-5002	Alliance, SEIU, Local 254 294 Washington Street, Suite 516 Boston, MA 02108 Telephone (617) 482-6148
Unit 2	SERVICE, MAINTENANCE AND INSTITUTIONAL Alliance - AFSCME/SEIU, AFL-CIO Alliance, AFSCME, Council 93 8 Beacon Street Boston, MA 02108 Telephone (617) 367-6000	Alliance, SEIU, Local 285 145 Tremont Street Boston, MA 02111 Telephone (617) 426-0410 1-800-882-1487 Alliance, SEIU, Local 509 14 Beacon Street Boston, MA 02108 Telephone (617) 227-3350 1-800-632-8079

NOTE: Please contact the Alliance, AFSCME, Council 93 to determine which Union represents your Unit 2 job title.

Unit 3 BUILDING TRADES AND CRAFTS

National Association of Government
Employees
(NAGE)
285 Dorchester Avenue
South Boston, MA 02127
Telephone (617) 268-5002

Unit 4 CORRECTIONS AND PRISONS

Alliance, AFSCME, Council 93
8 Beacon Street
Boston, MA 02108
Telephone (617) 367-6000

Unit 5 LAW ENFORCEMENT

Coalition of Public Safety
15 Midstate Drive
Auburn, MA 01501
Telephone (617) 832-3411

Unit 5A STATE POLICE

State Police Association of
Massachusetts
388 Hillside Avenue
Needham Heights, MA 02194
Telephone (617) 449-7916

Unit 5B M.D.C. POLICE

Metropolitan Police Patrolmen's Union
& Affiliations Local 55 I.B. of T.W.C. &
H. of A.
650 Beacon Street
Boston, MA 02215
Telephone (617) 266-5580

Unit 6 PROFESSIONAL ADMINISTRATIVE

National Association of Government
Employees
(NAGE)
285 Dorchester Avenue
South Boston, MA 02127
Telephone (617) 268-5002

Unit 7 PROFESSIONAL HEALTH CARE

Massachusetts Nurses Association
376 Boylston Street
Boston, MA 02116
Telephone (617) 482-5465
1-800-882-2056

Unit 8 SOCIAL AND REHABILITATIVE

Alliance, SEIU, Local 509
14 Beacon Street
Boston, MA 02108
Telephone (617) 227-3350
1-800-632-8079

Unit 9 ENGINEERING AND SCIENCE

Massachusetts Organization of State
Engineers and Scientists (MOSES)
150 Causeway Street
Room 315
Boston, MA 02114
Telephone (617) 367-2727
1-800-845-1141

Unit 10 EDUCATION

Alliance, SEIU, Local 509
14 Beacon Street
Boston, MA 02108
Telephone (617) 227-3350
1-800-632-8079

Alliance, AFSCME, Council 93
8 Beacon Street
Boston, MA 02108
Telephone (617) 367-6000

HIGHER EDUCATION

I CLASSIFIED

A. Coalition One

1. AFSCME 1067 (Community Colleges)
2. AFSCME 1067 (State Colleges)
3. AFSCME 1776 (U. Mass, Amherst)
4. AFSCME 507 (SMU)

5. AFSCME 2616 (U. Mass Med Center)

6. SEIU 285 (U. Mass, Boston)

7. MTC (U. Mass, Boston)

B. Coalition Two

1. IBPO 432 "A" "B" (U. Mass, Amherst)

2. IBPO 372 (U. Mass Med Center)

3. IBPO 399 (SMU)

4. NAGE R1-245 (SMU)

5. NAGE R1-233 (U. of Lowell)

6. SEIU 254 (U. of Lowell)

C. USA/MTA (U. Mass, Amherst)

D. UMPBA (U. Mass, Boston)

E. MCOP (U. Mass Med. Center)

F. MNA (U. Mass Med. Center)

PROFESSIONAL STAFF/ADMINISTRATORS

A. APA/MTA (State Colleges)

B. SEIU (U. of Lowell)

C. AFT, ESU (SMU)

III

FACULTY/LIBRARIANS

A. MTA/NEA (State Colleges)

B. MCC, MTA/NEA (Community Colleges)

C. MSP/FSU/MTA/NEA (U. Mass, Amherst and Boston)

AFSCME American Federation of State, County,
and Municipal Employees
8 Beacon Street
Boston, MA 02108
Telephone (617) 367-6000

IBPO International Brotherhood of Police
Officers
285 Dorchester Avenue
Boston, MA 02127
Telephone (617) 268-5180

MNA Massachusetts Nurses Association
376 Boylston Street
Boston, MA 02116
Telephone (617) 482-5465
1-800-882-2056

MTA/NEA Massachusetts Teachers Association
20 Ashburton Place
Boston, MA 02108
Telephone (617) 742-7950
1-800-392-6175

NAGE National Association of Government
Employees/IBPO
285 Dorchester Avenue
South Boston, MA 02127
Telephone (617) 268-5002

SEIU Service Employees International Union
294 Washington Street, Suite 510
Boston, MA 02108
Telephone (617) 482-6148

Appendix B - Commonwealth of Massachusetts

References

Board of Retirement
One Ashburton Place - Floor 12
Boston, MA 02108
Telephone (617) 367-7770

Board of Regents/Higher Education
One Ashburton Place - Floor 14
Boston, MA 02108
Telephone (617) 727-7785

Civil Service Commission
One Ashburton Place - Floor 4
Boston, MA 02108
Telephone (617) 727-2292

Department of Industrial Accidents
600 Washington Street
Boston, MA 02111
Telephone (617) 727-3407

Department of Labor and Industries
100 Cambridge Street
Boston, MA 02202
Telephone (617) 727-3454

Department of Personnel Administration
One Ashburton Place
Boston, MA 02108
Telephone (617) 727-0820
1-800-392-6178

Division of Employment Security
C.F. Hurley Building
19 Staniford Street
Boston, MA 02114
Telephone (617) 727-8660
Outside Metropolitan Boston (800) 322-4944

Division of Public Employee Retirement
Administration
One Ashburton Place - Floor 11
Boston, MA 02108
Telephone (617) 727-9380

Group Insurance Commission
C.F. Hurley Building
19 Staniford Street
Boston, MA 02114
Telephone (617) 727-2310

Life Style/Employee Health Promotion Program
150 Tremont Street - Floor 7
Boston, MA 02108
Telephone (617) 727-6527

Life Style/Employee Health Promotion Program
100 Cambridge Street - Floor 14 - Room 1402
Boston, MA 02202
Telephone (617) 727-3209

Massachusetts Bay Transportation Authority
Pass Program
Telephone (617) 727-5218

Massachusetts Commission Against Discrimination
One Ashburton Place - Room 601
Boston, MA 02108
Telephone (617) 727-3990

Massachusetts Employee Assistance Program
(see MEAP Vendors)
73 Tremont Street - Suite 706
Boston, MA 02108
Telephone (617) 367-6960
Outside Metropolitan Boston (800) 842-2248

Office of Campaign and Political Finance
One Ashburton Place - Room 1007
Boston, MA 02108
Telephone (617) 727-8352

Office of Employee Relations
One Ashburton Place - Room 1002
Boston, MA 02108
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Public Employees Benefit Services Corporation
One Salem Green - Suite 410
Salem, MA 01970
Telephone (617) 741-0850 or (800) 732-3760

State Ethics Commission
One Ashburton Place - Room 619
Boston, MA 02108
Telephone (617) 727-0060

State Office of Affirmative Action
One Ashburton Place - Room 301
Boston, MA 02108
Telephone (617) 727-7441

MEAP Vendors

Longview Associates, Inc.
287 State Street
Springfield, MA 01105
Telephone (413) 734-8077

Bay Colony Health Services, Inc.
200 West Cummings Park
Woburn, MA 01089
Telephone (617) 935-3025

Leonard Morse Occupational Health Services, Inc.
67 Union Street
Natick, MA 01760
Contact: Nancy Zare
Telephone (617) 655-9760

Employee Assistance Program, Inc.
88 Washington Street
Taunton, MA 02780
Telephone (617) 822-2151

Cape Cod Alcoholism Intervention and
Rehabilitation Unit, Inc.
196 Ter Heun Drive
Falmouth, MA 02540
Telephone (617) 548-7119

Family Services Association of Greater Lawrence
430 North Canal Street
Lawrence, MA 01840
Telephone (617) 683-9505

Health and Development Associates
2186 Main Street
Tewksbury, MA 01876
Telephone (617) 657-5089

Moore and Fraunhofer Psychological Associates
1152 Beacon Street
Brookline, MA 02178
Telephone (617) 367-6960

E.A. P. Systems
500 West Cummings Park
Woburn, MA 01801
Telephone (617) 935-8850

Glossary

AFFIRMATIVE ACTION - The use of positive and aggressive measures to ensure equal opportunity, and to remedy the effects of present and past discriminatory practices.

AGENCY FEE - A sum of money which an employee is required, as a condition of employment, to pay to a union pursuant to a collective bargaining agreement as provided by M.G.L.C. 150E, Section 12.

APPOINTING AUTHORITY - Any person, board, or commission with the power to appoint or employ personnel in a position.

ARBITRATION - Final step of the negotiated grievance procedure which is

invoked by the union (not the employee) if the grievance has not been resolved. It involves use of an impartial arbitrator selected by the Employer and the Union to render a binding decision to resolve the grievance.

BARGAINING UNIT - An appropriate grouping of employees represented on an exclusive basis by a labor organization. "Appropriate" for this purpose means that it is a grouping of employees who share a community of interest.

CIVIL SERVICE - Classified civil service under Chapter 31 of the General Laws and the Personnel Administration Rules.

CIVIL SERVICE APPOINTMENT - An original appointment or a promotional appointment made pursuant to the provisions of the Civil Service law and Personnel Administration Rules.

CIVIL SERVICE EMPLOYEE - A person holding a Civil Service appointment.

CIVIL SERVICE POSITION - An office or position, appointment to which is subject to the requirements of the Civil Service law and Personnel Administration Rules.

CLASS (CLASS OF POSITIONS) - All positions that are sufficiently similar in kinds of duties and levels of responsibility that: 1) the same descriptive title may be used to designate each position; 2) essentially the same tests of merit and fitness may be used to select employees; and 3) under like working conditions, the same schedule of compensation may be applied with equity. Position and class are

identical only when the class consists of a single position.

CLASS SPECIFICATION - An official description of the characteristic duties, responsibilities and qualification requirements of a class.

CONFIDENTIAL EMPLOYEE
Employees who are excluded from M.G.L. Chapter 150E, because they directly assist and act in a confidential capacity to a managerial employee (e.g. secretary to any agency head). No employee is considered to be confidential unless approved by the Office of Employee Relations.

DISCHARGE - The permanent, involuntary separation of a person from Civil Service employment by an Appointing Authority.

DISCIPLINARY ACTION - An action taken to correct the conduct of an employee;

examples of such are: Demotion - The reduction in grade or pay of an employee while serving continuously with the same agency. Suspension - The placement of an employee, for disciplinary reasons, in a temporary status without duties or pay.

Discharge - The separation of an employee for cause or because of continual unacceptable performance.

ELIGIBLE LIST - A list established by the administrator, pursuant to Civil Service law and Personnel Administration Rules, of persons who have passed an examination; or a re-employment list established pursuant to Section 40 of Chapter 31; or any other list established pursuant to the Personnel Administration Rules from which certifications are made to Appointing Authorities to fill positions in the official service.

EQUAL EMPLOYMENT

OPPORTUNITY - The removal of all

barriers to employment which unfairly discriminates against certain groups of individuals. This applies to the areas of hiring, promotion, demotion, transfer, recruitment, layoff or termination, rate of compensation, in-service or apprenticeship programs, and all other terms and conditions of employment.

FLEXTIME - A program that allows participating employees to schedule their work hours on a daily basis within the guidelines and bandwidth established by their department. The number of hours worked per week remains constant, but the daily amount of hours can vary with employee selected starting and departing times.

GRIEVANCE PROCEDURE - A negotiated procedure by which employees may seek redress of any matter subject to the control of agency management.

MANAGERIAL EMPLOYEE

Employees who are excluded from M.G.L. Chapter 150E because they formulate policy. Such persons can generally be identified by their job group MI - XII.

PERMANENT EMPLOYEE - A person who is employed in a civil service position (1) following an original appointment, subject to serving a probationary period as required by law, but otherwise without restriction as to the duration of his or her employment; or (2) following a promotional appointment without restriction as to the duration of his or her employment.

PROBATIONARY PERIOD - A preliminary period of employment for the purpose of determining an employee's fitness for permanent employment.

REGULAR PART-TIME EMPLOYEE - A person who works a regularly scheduled work week of at least half the hours of a

full-time employee and who receives benefits prorated on the percentage of time worked.

REQUISITION - A request by an appointing authority to the administrator to certify names of persons for appointment to civil service positions.

SENIORITY - Ranking based on length of service.

TENURED EMPLOYEE - A Civil Service employee who is employed following (1) an original appointment to a position on a permanent basis and the actual performance of the duties of such position for the probationary period required by law or (2) a promotional appointment on a permanent basis.

UNAUTHORIZED ABSENCE - An absence from work for a period of more than fourteen (14) days for which no proper

notice has been given by the employee to the appointing authority, or person authorized to do so, and which may not be charged to vacation or sick leave allowance, or Chapter 31, Sections 37 and 38, which absence shall be deemed to be an abandonment of his/her position and to be a permanent and voluntary separation from the service.

UNION - An employee organization, the membership of which include public employees, for the assistance of its members to improve their wages, hours and conditions of employment.

UNION DUES - A sum of money which an employee authorizes in writing to be deducted from his/her salary or wages to be paid to a union pursuant to General Laws Chapter 180, Section 17A.

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